

ADMINISTRATIVE ASSISTANT REPORT

July 2008

07/18/08

1. FINANCIALS:

- a. The auditors have sent the draft audit report for the year ending 12/31/2007 but need a Discussion & Analysis letter/report. The Discussion & Analysis is to provide an overview and a comparison, by the Town of the Town's financial activities for the previous year. As soon as I draft it, I'll present it to the Town Board for your review and approval.
- b. 2nd quarter-end Payroll reports & Sales tax report have been done (all are due by July 31st) and submitted to the IRS, WI DOR & WI Dept. of Workforce.
- c. The Town's Fee Schedule will need to be updated for 2009. Quite a few items are sales taxable, and the fee schedule needs to reflect that either sales tax will be charged, or the fee includes it.
- d. Ambulance HIPAA notices have been done, as well as the first reimbursement request for the Section 154 project. Misc. billings, ambulance billings and the County H billing for the first half of 2008 have not yet been done. I have a rather large amount of ambulance billings to do, and finding a block of time to deal with it is difficult. The Medicare & Medicaid renewals for the ambulance service were approved, and the National Provider Identification Number (NPI) is now on record for the Town of LaPointe/Madeline Island Ambulance Service. Mary Ross & I are still planning to get together to discuss the "outsourcing" of the ambulance billing.
- e. I will be starting to close the 2007 accounting software program. The monthly financial reports for Jan – July will be prepared and presented to the Town Board at the next TB meeting. I apologize for being so far behind on the accounting.
- f. Due to the large number of grants of grants (roads, fire department, parks, etc.) being applied for and/or awarded to the Town, I've set up a spreadsheet for tracking and separate files for each grant. The Alternative Energy Committee applied for a \$10,000 grant from Focus on Energy.

2. MISCELLANEOUS:

- a. The newly appointed Zoning Board of Appeals Member & the newly appointed chair of the Zoning Board of Appeals have taken their Oath of Office.
- b. Waggie & I will take a few days of vacation off and on in the next month to use last years' vacation time. I didn't see in the draft minutes, but was told that the TB approved extending our time to use the vacation hr to mid-August, if this is the case, thank you very much.
- c. With the start of the summer season, the Town Hall has become very busy with all the various phone calls, people stopping in, requests for general information or paperwork, etc. It becomes difficult to keep a train of thought going for any length of time.
- d. Just as a reminder, some Town Board meeting minutes have not been approved/presented – some from back in 2005 (pertaining to budget meetings).
- e. Please let me know if anyone is interested in attending the Wisconsin Town's Association (WTA) meeting on Open Meetings, Open Records & Ethics.

3. TAXES:

- a. The final tax collection (2007 payable in 2008) settlement with Ashland County will be August 20th, when Ashland County pays the remaining Real Estate taxes due to the Town. This is normally the time that the budget transfers into Designated Funds are done.
- b. The 2008 Assessment Roll is at the Town Hall and individual information is available on the Ashland County web-site. As in the past, any inquiries as to Board of Review (BOR) will be directed strictly to the Town Clerk.

Respectfully submitted,

Barb Nelson Administrative Assistant/Deputy Clerk